

# Light Regional Council Public Forum Request

I / We .....

Of.....

hereby register for the right to address Council at ..... (a time to be nominated by the presenter between the hours of 5:00pm and 6:30pm and **failing nomination a default time of 5:30pm shall apply**) at

its meeting to be held on Tuesday the .....day of .....

relating to the following matter:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(Should the space provided above not be adequate, please attach your information on a separate page)

**I / We acknowledge that I / we have been provided with a copy of the Public Forum Protocol and agree to abide by the procedures outlined within.**

Signed.....

Dated.....

**NOTE: This request must be registered with the Chief Executive Officer by 5:00pm on the Monday prior to the Council meeting. Council meetings are held on the fourth Tuesday of each month (except in December – to be confirmed) at 5:00pm in the Council Chambers, 93 Main Street, Kapunda**

## **Public Forum Protocol**

*Light Regional Council is committed to providing an opportunity for members of the public to ask questions at ordinary meetings of Council. Members of the public are requested to read and comply with the following protocol.*

1. *On each ordinary meeting day the Council will adjourn for up to 20 minutes for Public Forum.*

*Public Forum will commence at a time to be nominated by the presenter between the hours of 5:00pm and 6:30pm **and failing nomination a default time of 5:30pm shall apply** and at the adjournment of the formal meeting by the Chair. .*

2. *Members of the public wishing to participate in the public forum shall register in writing for the right to do so with Council's Chief Executive Officer by 5.00 pm of the day prior to the Council meeting. Persons submitting questions or statements must be present in the public gallery and must stand when the Mayor reads their name.*

*The person will read their statement or question (which may include a short statement in support thereof). Each presentation shall be limited in total to four (4) minutes in order that Council can receive a maximum of 5 representations per public forum. The Mayor may vary the time allocation where 5 representations are not scheduled at the meeting.*

3. *Members of the public should recognise that the Mayor has discretion (and at times obligation) to terminate both question and response at anytime in accordance with the Local Government Act 1999 and its regulations.*
4. *The Mayor will have the discretion to not accept a particular question. Questions are restricted to matters relating to Council reports, policy or operations, and those of a political or personal nature will not be accepted. Questions relating to Development Applications on the current Agenda before Council will also not be accepted.*

*Where a question is not accepted, the Mayor shall state the reason for not accepting the question.*

5. *Questions relating to the same issue will be grouped together and one response provided to that group of questions. Council will then proceed to the next subject.*
6. *The Mayor will chair and determine who shall answer each question. Where possible responses will be provided immediately following the person's presentation, however if there is insufficient time to verbally respond to a question, or if a more detailed response is required than time allows, the Mayor may direct that a particular council officer respond in writing to the person within five (5) working days, or provide a report to following ordinary meeting of Council.*

*While the public forum is provided for the public to have an opportunity to*

*question Council on matters, no debate on the questions or answers provided will be entered into at the public forum, however, the Mayor may accept a follow up question in regard to the same subject from the person should time allow. The elected members may seek to ask questions.*

7. *The statement or question, if allowed by the Mayor, will be recorded in the minutes of the council meeting under the heading of 'Public Forum'. If possible, a precis of any response will also be noted in the minutes unless the Mayor has requested a more detailed response as discussed in Item 6 above.*